

CHAPTER 101  
LICENSURE OF FUNERAL DIRECTORS

[Prior to 9/21/88, see Health Department[470] Ch 147]  
[Prior to 7/10/02, see 645—100.9(156) and 645—100.10(156)]

**645—101.1(156) Definitions.** For purposes of these rules, the following definitions shall apply:

“*Active license*” means a license that is current and has not expired.

“*Board*” means the board of mortuary science examiners.

“*Grace period*” means the 30-day period following expiration of a license when the license is still considered to be active. In order to renew a license during the grace period, a licensee is required to pay a late fee.

“*Inactive license*” means a license that has expired because it was not renewed by the end of the grace period. The category of “inactive license” may include licenses formerly known as lapsed, inactive, delinquent, closed, or retired.

“*Licensee*” means any person licensed to practice as a funeral director in the state of Iowa.

“*License expiration date*” means the fifteenth day of the birth month every two years following initial licensure.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice mortuary science to an applicant who is or has been licensed in another state.

“*Reactivate*” or “*reactivation*” means the process as outlined in rule 101.18(17A,147,272C) by which an inactive license is restored to active status.

“*Reciprocal license*” means the issuance of an Iowa license to practice mortuary science to an applicant who is currently licensed in another state which has a mutual agreement with the Iowa board of mortuary science examiners to license persons who have the same or similar qualifications to those required in Iowa.

“*Reinstatement*” means the process as outlined in 645—11.31(272C) by which a licensee who has had a license suspended or revoked or who voluntarily surrendered a license may apply to have the license reinstated, with or without conditions. Once the license is reinstated, the licensee may apply for active status.

**645—101.2(156) Requirements for licensure.** The following criteria shall apply to licensure:

**101.2(1)** The applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Mortuary Science Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**101.2(2)** The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

**101.2(3)** Each application shall be accompanied by the appropriate fees payable to the Board of Mortuary Science Examiners. The fees are nonrefundable.

**101.2(4)** No application will be considered by the board until official copies of academic transcripts showing the completion of training in a college of mortuary science approved by the Iowa board of mortuary science examiners have been sent directly from the school to the board.

**101.2(5)** Licensees who were issued their initial licenses within six months prior to the renewal shall not be required to renew their licenses until the renewal month two years later.

**101.2(6)** Incomplete applications that have been on file in the board office for more than two years shall be:

- a. Considered invalid and shall be destroyed; or
- b. Maintained upon written request of the candidate. The candidate is responsible for requesting that the file be maintained.

**645—101.3(156) Educational qualifications.**

**101.3(1)** The applicant shall be issued a license to practice mortuary science by the board when the applicant has successfully completed:

*a.* A minimum of 60 hours as indicated on the transcript from a regionally accredited college or university with a minimum of a 2.0 or “C” grade point average. The 60 semester hours shall not include any technical mortuary science courses; and

*b.* A program in mortuary science from a school accredited by the American Board of Funeral Service Education.

**101.3(2)** Foreign-trained funeral directors shall:

*a.* Provide an equivalency evaluation of their educational credentials by International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org), or E-mail at [info@ierf.org](mailto:info@ierf.org). The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.

*b.* Provide a notarized copy of the certificate or diploma awarded to the applicant from a mortuary science program in the country in which the applicant was educated.

*c.* Receive a final determination from the board regarding the application for licensure.

**645—101.4(156) Examination requirements.**

**101.4(1)** The board shall accept a certificate of examination issued by the International Conference of Funeral Service Examining Boards, Inc., indicating a passing score on both the arts and sciences portions of the examination.

**101.4(2)** Prior to being registered as an intern in Iowa, an applicant shall be required to pass an examination covering the Iowa law and rules for mortuary science. A 75 percent score shall be required for passing this examination.

**645—101.5(147,156) Internship and preceptorship.**

**101.5(1)** *Internship.*

*a.* The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate. The intern must be approved and licensed following a successful internship before the intern may practice mortuary science.

*b.* The intern shall, during this internship, embalm not fewer than 25 human remains and direct or assist in the direction of not fewer than 25 funerals under the direct supervision of the certified preceptor and report on forms furnished by the department of public health. Work on the first 5 embalming cases and funeral cases must be completed in the physical presence of the preceptor. The first 12 embalming cases and first 12 funeral case reports must be completed and submitted by the completion of the sixth month of the internship.

*c.* Before being eligible for licensure, the intern must have filed the 25 completed embalming and funeral directing case reports and a 6-month and a 12-month evaluation form with the department of public health.

*d.* No licensed funeral director shall permit any person in the funeral director's employ or under the funeral director's supervision or control to serve an internship in funeral directing unless that person has a certificate of registration as a registered intern from the department of public health.

*e.* No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.

*f.* Registered interns shall not advertise or hold themselves out as funeral directors or use the degree F.D. or any other title or abbreviation indicating that the intern is a funeral director.

*g.* The length of an internship may be extended if the board determines that the intern requires additional time or supervision in order to meet the minimum proficiency in the practice of mortuary science.

*h.* Every person who is registered as an intern or as a preceptor with the department of public health shall have a registration certificate posted in a conspicuous place in the preceptor's place of business.

*i.* Internship begins upon approval and due notification by the board. Application for change of preceptor or any other alteration must be made in writing and approval granted by the board before the status of the intern is altered.

*j.* When, for any valid reason, the board determines that the education of a registered intern which is being received under the supervision of the present preceptor might be detrimental to the intern or the profession at large, the intern may be required to serve the remainder of the internship under the supervision of a licensed funeral director who meets the approval of the board.

*k.* The intern shall complete a confidential evaluation of the preceptorship program at the end of the internship on a form provided by the board. This form shall be submitted before the funeral director's license is issued to the intern.

*l.* The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship.

**101.5(2) Preceptorship.**

*a.* A preceptor must have a valid preceptor certificate. A preceptor must have completed a training course within five years prior to accepting an intern. If the certification is older than five years, the funeral director must recertify as specified by the board.

*b.* Any duly Iowa licensed and practicing funeral director in good standing for a minimum of five years with the board of mortuary science examiners will be eligible to be certified as a preceptor. This certificate is awarded after completion of a training course as prescribed by the board that covers the subjects specified by the board. The training course may be counted toward the continuing education hours required for that licensing period.

*c.* A preceptor shall be affiliated with a funeral home that has been in good standing with the board of mortuary science examiners for a minimum of five years.

*d.* The preceptor is required to file a six-month progress report of the intern on a board-prescribed form. This form is to be signed by the preceptor and the intern before submission to the board by the end of the seventh month.

*e.* The preceptor shall certify that the intern engages in the practice of mortuary science only during the time frame designated on the official intern certificate.

*f.* A preceptor's duties shall include the following:

(1) Be physically present and supervise the first five embalmings and first five funeral cases;

(2) Familiarize the intern in the areas specified by the preceptor training outline;

(3) Read and sign each of the 25 embalming reports and the 25 funeral directing reports completed by the intern;

(4) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and

(5) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship.

*g.* Failure of a preceptor to fulfill the requirements set forth by the board, including failure to remit the required six-month progress report, as well as the final evaluation, shall result in an investigation of the preceptor by the board.

*Yh.* If a preceptor does not serve the entire year, the board will evaluate the situation; and if a certified preceptor is not available, a licensed funeral director may serve with the approval of the board.

*i.* In the absence of the preceptor for an extended period of time, such as for vacation or illness, an Iowa licensed funeral director must be available to act as backup for the preceptor and be available for the intern. The name, address and telephone number of the Iowa licensed funeral director must be provided on the internship application.

**645—101.6(156) Student practicum.**

**101.6(1)** A student may participate in a student practicum in a licensed funeral establishment in Iowa if the student's school is accredited by and in good standing with the American Board of Funeral Service Education (ABFSE). The student practicum must meet the requirements of the ABFSE.

**101.6(2)** Students serving a practicum in Iowa shall be under the direct physical supervision of a funeral director who meets the following requirements:

- a.* Has completed the Iowa preceptor training course within the immediately preceding five years.
- b.* Has not had any formal disciplinary action within the past five years.
- c.* Is affiliated with a funeral establishment that has not had formal disciplinary action within the past five years.

**645—101.7(156) Funeral establishment license or cremation establishment license or both establishment licenses.**

**101.7(1)** Any person or any corporation, partnership, joint venture, voluntary organization or any other entity doing business in this state may erect, maintain, and operate a funeral establishment, cremation establishment, or both establishments, provided the necessary appliances and facilities for the care, preparation and disposition of human remains are in place. An establishment license must be obtained and maintained. The establishment license is not transferable. Any change from the original application requires that a new application be filed and a new license be issued.

**101.7(2)** A funeral establishment, cremation establishment, or both establishments shall be subject to applicable local, state and federal health and environmental requirements and shall obtain all necessary licenses and permits from the agencies with jurisdiction.

**101.7(3) License application.** An application for a funeral establishment license, cremation establishment license, or both establishment licenses shall be in writing on forms furnished by the board and accompanied by the funeral establishment fee. The application shall contain all of the following:

- a. Name and address of the business of applicant.
- b. Address of the personal residence of applicant.
- c. Name and address of every owner (partner, director, officer, shareholder with greater than 25 percent of stock).
- d. Name and address of the establishment.
- e. Signature of responsible authority at the site of the establishment.
- f. Names and license numbers of all funeral directors employed by the establishment.
- g. Further information that the board reasonably may require.

**645—101.8(156) Licensure by endorsement.** An applicant who has been a licensed funeral director under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. Applicants licensed before 1980 are exempt from showing a passing grade on the national board examination. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

- 101.8(1)** Submits to the board a completed application;
- 101.8(2)** Pays the licensure fee;
- 101.8(3)** Shows evidence of licensure requirements that are similar to those required in Iowa;
- 101.8(4)** Provides official copies of the academic transcripts showing the completion of a mortuary science program accredited by the American Board of Funeral Service Education;
- 101.8(5)** Provides official transcript of grades showing 60 semester hours from a regionally accredited college or university with a minimum of a 2.0 or "C" grade point average;
- 101.8(6)** Successfully passes the Iowa law and rules examination with a score of at least 75 percent;
- 101.8(7)** Furnishes certified evidence of two or more years of actual practice as a licensed funeral director in the state from which the applicant desires to endorse;
- 101.8(8)** Was issued the initial license by endorsement within six months of the birth month and will not be required to renew the license until the fifteenth day of the birth month two years later. The new licensee is exempt from meeting the continuing education requirement for the continuing education biennium in which the license was originally issued;
- 101.8(9)** Provides verification of license(s) from every jurisdiction in which the applicant has been licensed, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification direct from the jurisdiction's board office if the verification provides:
  - a. Licensee's name;
  - b. Date of initial licensure;
  - c. Current licensure status; and
  - d. Any disciplinary action taken against the license.

**645—101.9(156) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of funeral directors. The applicant shall take the examination required by the board.

**645—101.10(156) License renewal.**

**101.10(1)** The biennial license renewal period for a license to practice as a funeral director shall begin on the sixteenth day of the licensee's birth month and end on the fifteenth day of the licensee's birth month two years later. The board shall send a renewal notice by regular mail to each licensee at the address on record at least 60 days prior to expiration of the license. The licensee is responsible for renewing the license prior to its expiration. Failure of the licensee to receive the notice does not relieve the licensee of the responsibility for renewing the license. All licensees shall renew on a biennial basis.

**101.10(2)** An individual who was issued a license within six months of the license renewal date will not be required to renew the license until the subsequent renewal date two years later. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The licensee will be required to complete a minimum of 24 hours of continuing education per biennium for each subsequent license renewal.

**101.10(3)** A licensee seeking renewal shall:

a. Meet the continuing education requirements of rule 645—102.2(272C). A licensee whose license was reactivated during the current renewal compliance period may use continuing education credit earned during the compliance period for the first renewal following reactivation; and

b. Submit the completed renewal application and renewal fee before the license expiration date.

c. Persons licensed to practice funeral directing shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

**101.10(4)** Upon receiving the information required by this rule and the required fee, board staff shall administratively issue a two-year license and shall send the licensee a wallet card by regular mail. In the event the board receives adverse information on the renewal application, the board shall issue the renewal license but may refer the adverse information for further consideration or disciplinary investigation.

**101.10(5)** A person licensed to practice as a funeral director shall keep the license certificate displayed in a conspicuous public place at the primary site of practice.

**101.10(6)** Late renewal. The license shall become late when the license has not been renewed by the expiration date on the wallet card. The licensee shall be assessed a late fee as specified in 645—subrule 105.1(3). To renew a late license, the licensee shall complete the renewal requirements and submit the late fee within the grace period.

**101.10(7)** Inactive license. A licensee who fails to renew the license by the end of the grace period has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a funeral director in Iowa until the license is reactivated. A licensee who practices as a funeral director in the state of Iowa with an inactive license may be subject to disciplinary action by the board, injunctive action pursuant to Iowa Code section 147.83, criminal sanctions pursuant to Iowa Code section 147.86, and other available legal remedies.

**645—101.11(147) Duplicate certificate or wallet card.**

**101.11(1)** A duplicate wallet card or duplicate certificate shall be required if the current wallet card or certificate is lost, stolen or destroyed. A duplicate wallet card or a duplicate certificate shall be issued only under such circumstances.

**101.11(2)** A duplicate wallet card or duplicate certificate shall be issued upon receipt of the completed application for duplicate license and payment of the fee as specified in rule 645—104.1(147,156).

**101.11(3)** If the board receives a completed application for duplicate license stating that the wallet card or certificate was not received within 60 days after being mailed by the board, no fee shall be required for issuing the duplicate wallet card or duplicate certificate.

**645—101.12(147) Reissued certificate or wallet card.** The board shall reissue a certificate or current wallet card upon receipt of a written request from the licensee, return of the original document, and payment of the fee as specified in rule 645—104.1(147,156).

**645—101.13(272C) Renewal of a funeral establishment license or cremation establishment license or both establishment licenses.**

**101.13(1)** The renewal cycle shall be triennial beginning July 1 and ending on June 30 of the third year. The renewal shall be:

- a.* Submitted on a form provided by the board; and
- b.* Accompanied by the renewal fee.

**101.13(2)** A renewal of license application shall be mailed at least 60 days prior to the expiration of the license. Failure to receive the notice shall not relieve the license holder of the obligation to pay triennial renewal fees on or before the renewal date.

**101.13(3)** Funeral and cremation establishments shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

**101.13(4)** Late renewal. If the renewal fee and renewal application are received within 30 days after the license renewal expiration date, the late fee for failure to renew before expiration shall be charged.

**101.13(5)** When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

**645—101.14(272C) Inactive funeral establishment license or cremation establishment license or both establishment licenses.**

**101.14(1)** If the renewal application and fee are not postmarked within 30 days after the license expiration date, the funeral establishment license or cremation establishment license is inactive. To reactivate a funeral establishment license or a cremation establishment license, the reactivation application and fee shall be submitted to the board office.

**101.14(2)** A funeral establishment or a cremation establishment that has not renewed the funeral establishment license or cremation establishment license within the required time frame will have an inactive license and shall not provide mortuary science services until the license is reactivated.

**645—101.15(17A,147,272C) License reinstatement.** For a funeral or cremation establishment license that has been revoked, suspended, or voluntarily surrendered, the owner must apply for and receive reinstatement of the license in accordance with 645—11.31(272C) and must apply for and be granted reactivation of the license in accordance with 101.14(272C) prior to offering mortuary science services from that establishment in this state.

**645—101.16(272C) Reinstatement of a funeral establishment license or a cremation establishment license or both establishment licenses.** Rescinded IAB 1/4/06, effective 2/8/06.

**645—101.17(17A,147,272C) License denial.** Rescinded IAB 1/4/06, effective 2/8/06.

**645—101.18(17A,147,272C) License reactivation.** To apply for reactivation of an inactive license, a licensee shall:

**101.18(1)** Submit a reactivation application on a form provided by the board.

**101.18(2)** Pay the reactivation fee that is due as specified in 645—Chapter 105.

**101.18(3)** Provide verification of current competence to practice as a funeral director by satisfying one of the following criteria:

*a.* If the license has been on inactive status for five years or less, an applicant must provide the following:

(1) Verification of the license(s) from every jurisdiction in which the applicant is or has been licensed and is or has been practicing during the time period the Iowa license was inactive, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification from a jurisdiction's board office if the verification includes:

1. Licensee's name;
2. Date of initial licensure;
3. Current licensure status; and
4. Any disciplinary action taken against the license; and

(2) Verification of completion of 24 hours of continuing education within two years of the application for reactivation; and

(3) Verification of successful passage of the Iowa law and rules examination with a score of at least 75 percent.



*b.* If the license has been on inactive status for more than five years, an applicant must provide the following:

(1) Verification of the license(s) from every jurisdiction in which the applicant is or has been licensed and is or has been practicing during the time period the Iowa license was inactive, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification from a jurisdiction's board office if the verification includes:

1. Licensee's name;
2. Date of initial licensure;
3. Current licensure status; and
4. Any disciplinary action taken against the license; and

(2) Verification of completion of 48 hours of continuing education within two years of application for reactivation; and

(3) Verification of successful passage of the Iowa law and rules examination with a score of at least 75 percent.

**645—101.19(17A,147,272C) License reinstatement.** A licensee whose license has been revoked, suspended, or voluntarily surrendered must apply for and receive reinstatement of the license in accordance with 645—11.31(272C) and must apply for and be granted reactivation of the license in accordance with 101.18(17A,147,272C) prior to practicing as a funeral director in this state. The owner of a funeral home establishment whose establishment license has been revoked, suspended, or voluntarily surrendered must apply for and receive reinstatement of the establishment license and must apply for and be granted reactivation of the establishment license prior to reopening the funeral home establishment.

These rules are intended to implement Iowa Code chapters 17A, 147, 156 and 272C.

[Filed prior to 7/1/52]

[Filed 11/9/76, Notice 9/22/76—published 12/1/76, effective 1/5/77]

[Filed 4/7/77 Notice 2/9/77—published 5/4/77, effective 6/8/77]

[Filed 6/9/78, Notice 11/2/77—published 6/28/78, effective 8/2/78]

[Filed 9/29/78, Notice 8/9/78—published 10/18/78, effective 11/22/78]

[Filed 4/11/79, Notice 9/20/78—published 5/2/79, effective 7/1/79]

[Filed emergency 5/23/79—published 6/13/79, effective 7/1/79]

[Filed 4/24/80, Notice 1/9/80—published 5/14/80, effective 7/1/80]

[Filed 4/23/81, Notice 2/4/81—published 5/13/81, effective 6/17/81]

[Filed 12/3/81, Notice 6/10/81—published 12/23/81, effective 2/1/82]

[Filed 8/23/82, Notice 5/26/82—published 9/15/82, effective 10/21/82]

[Filed 10/22/82, Notice 9/15/82—published 11/10/82, effective 12/17/82]

[Filed 2/11/83, Notice 11/10/82—published 3/2/83, effective 4/7/83]

[Filed emergency after Notice 1/19/84, Notice 10/26/83—published 2/15/84, effective 1/19/84]

[Filed 7/13/84, Notice 5/23/84—published 8/1/84, effective 9/5/84]

[Filed 4/15/85, Notice 2/27/85—published 5/8/85, effective 6/12/85]

[Filed 1/10/86, Notice 7/17/85—published 1/29/86, effective 3/6/86]∅

[Filed 8/30/88, Notice 6/29/88—published 9/21/88, effective 10/26/88]

[Filed 12/8/89, Notice 10/4/89—published 12/27/89, effective 1/31/90]

[Filed 2/12/90, Notice 11/1/89—published 3/7/90, effective 4/11/90]

[Filed 7/6/90, Notice 3/21/90—published 7/25/90, effective 9/25/90]

[Filed 4/26/91, Notice 3/6/91—published 5/15/91, effective 6/19/91]

[Filed 6/21/91, Notice 5/15/91—published 7/10/91, effective 8/14/91]

[Filed 1/17/92, Notice 9/4/91—published 2/5/92, effective 3/11/92]

[Filed 4/24/92, Notice 3/4/92—published 5/13/92, effective 6/17/92]

[Filed 8/27/93, Notice 5/26/93—published 9/15/93, effective 10/20/93]  
[Filed 6/17/94, Notice 3/2/94—published 7/6/94, effective 8/10/94]  
[Filed 1/27/95, Notice 10/26/94—published 2/15/95, effective 3/22/95\*]  
[Filed 5/18/95, Notice 2/15/95—published 6/7/95, effective 7/12/95]  
[Filed 10/6/95, Notice 7/19/95—published 10/25/95, effective 11/29/95]  
[Filed 1/19/96, Notice 10/25/95—published 2/14/96, effective 3/20/96]  
[Filed 8/18/98, Notice 5/6/98—published 9/9/98, effective 10/14/98]  
[Filed 4/21/99, Notice 1/13/99—published 5/19/99, effective 6/23/99]  
[Filed 4/21/99, Notice 3/10/99—published 5/19/99, effective 6/23/99]  
[Filed 6/11/99, Notice 4/7/99—published 6/30/99, effective 8/4/99]  
[Filed 10/13/00, Notice 9/6/00—published 11/1/00, effective 12/6/00]  
[Filed 6/19/02, Notice 1/9/02—published 7/10/02, effective 8/14/02]  
[Filed 9/9/04, Notice 7/7/04—published 9/29/04, effective 11/3/04]  
[Filed 6/15/05, Notice 4/13/05—published 7/6/05, effective 8/10/05]∅  
[Filed 12/9/05, Notice 9/28/05—published 1/4/06, effective 2/8/06]∅

∅Two ARCs

\*Effective date of 645—101.3(147,156), 101.98(3), 101.212(16) delayed 70 days by the Administrative Rules Review Committee at its meeting held March 13, 1995; delay lifted by this Committee May 9, 1995.